



**INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-2884**

December 16, 1991

## **INSPECTOR GENERAL REGULATION 1432.1**

### **HONORARY AWARDS**

#### **FOREWORD**

This Regulation provides the basic instructions required for the management of the Office of the Inspector General (OIG) Honorary Awards Program.

The OIG Honorary Awards Program prescribes policies, procedures, guidelines, and program responsibilities. The Regulation describes OIG awards, Department of Defense awards, and other awards available to OIG employees.

Recommended changes to this Regulation must be forwarded through appropriate channels to the Office of Administration and Information Management, ATTN: Chief, Employee Relations.

**FOR THE INSPECTOR GENERAL:**

**Nicholas T. Lutsch  
Assistant Inspector General for  
Administration and Information Management**

DISTRIBUTION C

## INSPECTOR GENERAL, DEPARTMENT OF DEFENSE

## HONORARY AWARDS

## TABLE OF CONTENTS

Paragraph		Page
<b>Chapter 1. Introduction</b>		
1.1.	Purpose.....	4
1.2.	References.....	4
1.3.	Cancellation.....	4
1.4.	Applicability.....	4
1.5.	Definitions.....	4
1.6.	Authorities.....	4
1.7.	Policy.....	5
1.8.	Effective Date and Implementation.....	5
<b>Chapter 2. Responsibilities</b>		
2.1.	Inspector General, Department of Defense.....	6
2.2.	Office of Administration and Information Management (OA&IM).....	6
2.3.	Director, Personnel and Security Directorate (PSD) (OA&IM).....	6
2.4.	Inspector General Staff Component Managers.....	6
<b>Chapter 3. Inspector General Honorary Awards</b>		
3.1.	Inspector General, DoD, Distinguished Civilian Service Award.....	8
3.2.	Inspector General, DoD, Superior Civilian Service Award.....	8
3.3.	Inspector General, DoD, Meritorious Civilian Service Award.....	9
3.4.	Inspector General, DoD, Award.....	9
3.5.	Annual Inspector General, DoD, Special Achievement Award..... for Management Excellence	10
3.6.	Annual Inspector General, DoD, Creative Achievement Award.....	10
3.7.	Certificate of Appreciation.....	11
3.8.	Letter of Commendation.....	11
3.9.	Length of Service Awards.....	12
3.10.	OIG, DoD, Service Award Pins.....	12
<b>Chapter 4. Department of Defense Awards</b>		
4.1.	DoD Distinguished Civilian Service Award.....	15
4.2.	Secretary of Defense Meritorious Civilian Service Award.....	15
<b>Chapter 5. Other Awards Available to OIG Employees</b>		
5.1.	External Awards.....	16

5.2.	Agency Participation .....	16
5.3	Communications .....	16
5.4.	Executive Leadership .....	16
5.5.	Federal Equity .....	16
5.6.	Financial Management .....	16
5.7.	General .....	17
5.8.	Personnel Administration .....	18
5.9.	Public Administration .....	18
5.10.	Technical .....	20

## Appendices

A.	References .....	21
B.	Definitions .....	22

## Figures

3.1.	IG Form 1400.430-3, Incentive Award Nomination and Action .....	13
------	---	----

## CHAPTER 1 INTRODUCTION

### 1.1. **Purpose**

- a. This Regulation supplements the incentive award provisions in reference a by establishing an honorary awards program for the Office of the Inspector General, Department of Defense (OIG, DoD).
- b. Reference b requires all executive agencies to participate in and to use their authorities under reference c to establish and administer honorary awards to recognize distinguished and significant achievements by employees and by private citizens or organizations.

### 1.2. **References.** See Appendix A

### 1.3. **Cancellation.** Chapter 29, "Honorary Awards," OIG Policy and Procedures Manual, October 23, 1985.

**1-4. Applicability.** This Regulation applies to the Offices of the Inspector General; the Deputy Inspector General; the Assistant Inspectors General; Director, Administration and Information Management; Director, Departmental Inquiries; Director, Intelligence Review; and the Office of the Deputy General Counsel (Inspector General), which is provided support by the OIG, DoD. For purposes of this Regulation, these organizations are referred to collectively as OIG components.

### 1-5. **Definitions.** See Appendix B.

### 1-6. **Authorities**

- a. **The Inspector General, DoD**
  - (1) The Inspector General, DoD, has overall authority and responsibility for the Honorary Awards Program.
  - (2) May pay a cash award and incur necessary expenses for the honorary recognition of other-than-merit pay and for merit pay employees (5 U.S.C. 4503 (reference c)).
  - (3) May grant honorary awards (under Title 5 U.S.C. 4505 (reference c)) to former employees and to the legal heirs or estates of deceased employees, if the contribution being recognized was made during their OIG, DoD, employment.
  - (4) May grant honorary awards of moderate value to private citizens or organizations for significant contributions that benefit the OIG, DoD. These awards may take the form of medals, certificates, plaques, or other items that can be worn or displayed.
  - (5) May pay a cash award to a member of the armed forces under Executive Order 11438 (reference d).
- b. Under FPM 451 (reference c), **supervisors** may nominate, in unusual circumstances, an employee for an honorary award, in addition to a quality step increase, if the employee's contribution is so exceptional in job aspect or assignment or contributed so greatly to the OIG, DoD, mission or national goals that the added recognition is warranted.

**1.7. Policy**

- a. Recognize and reward OIG, DoD, employees; individually or in groups, appropriately, promptly, and on the basis of merit for their contributions or other personal efforts that exceed normal expectations or standards and result in improved productivity and efficiency of operations.
- b. Grant honorary awards when merited regardless of the employee's grade, level of responsibility, or type of responsibility. Encourage higher grade employees, and all levels and types of management personnel, to make significant contributions, particularly since their contributions, when job-related, must be substantial in order to merit special recognition.
- c. Exercise careful judgment to ensure that the criteria for determining award eligibility are neither too liberal nor too stringent, as either extreme may lead to lack of employee confidence in the program and in management.
- d. Document, in Official Personnel Folders, all awards approved for OIG, DoD, employees.
- e. Give due weight to awards when rating and ranking employees for promotion.
- f. Nominate deserving employees, as appropriate, for outside or higher level awards and recognition.

**1.8. Effective Date and Implementation.** This Regulation is effective immediately.

## **CHAPTER 2 RESPONSIBILITIES**

### **2.1. The Inspector General, Department of Defense, shall:**

- a. Give personal leadership to the honorary awards program and seek to gain maximum benefits for the Government through improved employee motivation and productivity.
- b. Determine what constitutes "necessary expense" for the OIG, DoD.
- c. Send recommendations for Presidential awards, including those for monetary recognition beyond \$25,000, under Title 5 U.S.C. 4504 (reference c), and other award recommendations over \$10,000, under FPM 451 (reference b), to the OPM for approval.

### **2.2. The Office of Administration and Information Management (OA&IM), shall:**

- a. Implement and administer the Honorary Awards Program.
- b. Allocate an adequate budget and support services to assure prompt action on award recommendations and effective promotion and publicity activities, to include making information available to other employees as to who has received honorary awards.

### **2.3. The Director for Personnel and Security, OA&IM, shall:**

- a. Serve as Incentive Awards Program Coordinator.
- b. Advise the Inspector General, the OA&IM, and OIG components on the regulatory aspects of the Honorary Awards Program.
- c. Give technical assistance to OIG components seeking to develop new honorary award uses.
- d. Review nominations to see if they meet the eligibility requirements in references a through h and this Regulation and forward them to approving officials for action.
- e. Forward nominations to the appropriate awards review committee.
- f. Return approved or disapproved nominations to nominating officials.
- g. Staff notifications of external awards (Appendix C) to OIG components.
- h. Prepare an annual report on incentive awards for the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Office of the Assistant Secretary of Defense (Force Management and Personnel).

### **2.4. Inspector General Staff Component Managers shall:**

- a. Prepare honorary awards programs unique to their component or discipline and staff them to the OA&IM for review and approval.
- b. Identify and nominate eligible employees at all levels, individually or in groups, whose superior achievements merit honorary recognition.
- c. Forward award nominations to the Incentive Awards Program Coordinator, Personnel and Security Directorate, OA&IM, for processing.

- d. See that an approved honorary award record is made a part of the employee's Official Personnel File.
- e. Maintain confidentiality during award processing to ensure that premature information in award nominations and disapprovals are not made to affected personnel.

## CHAPTER 3 INSPECTOR GENERAL HONORARY AWARDS

### 3.1. Inspector General, DoD, Distinguished Civilian Service Award

a. General. This award is the highest OIG, DoD, honor for employees. It is granted to those who have distinguished themselves by exceptional service or contributions of the broadest scope to the OIG, DoD, or the DoD. The achievements or service must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities.

b. Criteria. This award should be reserved for contributions which are so unusual and/or significant that recognition at the Inspector General, DoD, level is deserved. Recognition should be based on, but not limited to:

(1) Exceptional devotion to duty and clearly significant contributions of a broad scope to the efficiency, economy, or other improvement in the operations of OIG, DoD.

(2) Accomplishments that show unusual management abilities, innovative thinking and/or outstanding leadership that benefits the OIG, DoD.

(3) Major cost savings/reductions/avoidance.

(4) Courage and voluntary risk of personal safety in the face of danger in the performance of assigned duties that benefited the Government or its personnel.

(5) Other exemplary performance. (Normally, the nominee has been the recipient of the Meritorious and/or the Superior Civilian Service Award.)

c. Eligibility. OIG, DoD, employees who meet all of the following criteria are eligible for consideration:

(1) Must be a permanent civilian employee with at least one year of OIG, DoD, service. (The length of service requirement may be waived if the award is for an act of heroism.)

(2) Must have no pending or final adverse actions for cause against them during a period of at least 3 years before the nomination date for this award.

d. Approving official. Inspector General.

e. Nominating Procedure. Nominations must be submitted on IG Form 1400.430-3, "Incentive Award Nomination and Action" (Figure 3-1). Nominations shall be reviewed by a committee consisting of OIG Component Heads. The committee, based on a review of supporting documentation, shall make recommendations to the Inspector General for approval of award.

f. Deadline. Employees may be nominated at any time.

g. Award. A certificate.

### 3.2. Inspector General, DoD, Superior Civilian Service Award

a. General. This is the second highest honorary award bestowed on employees by the OIG, DoD. This award recognizes employee contributions which, though exceptionally high in value, are not of sufficient significance to warrant consideration for the Distinguished Civilian Service Award.



b. Criteria. The guidelines for the Distinguished Civilian Service Award shall serve as guidelines for this award; however, the employee contribution may apply to a smaller area of operation or be a project of lesser importance and/or scope.

c. Eligibility. Same as for Distinguished Civilian Service Award.

d. Approving Official. Inspector General.

e. Nominating Procedure. Nominations must be submitted on IG Form 1400.430-3. Nominations shall be reviewed by a committee consisting of OIG Component Heads. The committee based on a review of supporting documentation shall make recommendations to the Inspector General for approval of the award.

f. Deadline. Employees may be nominated at any time.

g. Award. A certificate.

### **3.3. Inspector General, DoD, Meritorious Civilian Service Award**

a. General. This is the third highest level honorary award granted to employees by the OIG, DoD. This award recognizes employee contributions which, though significant in value, are not of sufficient significance to warrant consideration for the Superior Civilian Service Award.

b. Criteria. The guidelines for the Distinguished Civilian Service Award shall serve as guidelines for this award, however, the employee contribution may apply to a smaller area of operation or be a project of lesser importance and/or scope and the nominee need not have been the recipient of other honorary awards.

c. Eligibility. Same as for Distinguished Civilian Service Award.

d. Approving Official. Inspector General.

e. Nominating Procedure. Nominations must be submitted on IG Form 1400.430-3. Nominations shall be reviewed by a committee consisting of OIG Component Heads. The committee, based on a review of supporting documentation, shall make recommendations to the Inspector General for approval of the award.

f. Deadline. Employees may be nominated at any time.

g. Award. A certificate.

### **3.4. Inspector General, DoD, Award**

a. General. This is the highest OIG, DoD, honor granted to non-OIG, DoD, employees, groups, or organizations. It is granted to those who have distinguished themselves by exceptional service or contributions of the broadest scope to the OIG, DoD.

b. Criteria. This award should be reserved for contributions that are exceptional and so unusual and/or significant that recognition at the Inspector General level is deserved. Recognition should be based on, but not limited to:

- (1) Exemplary service in an advisory or technical capacity (consultants or experts).

(2) Outstanding assistance to an OIG component; information or service to accomplish the OIG, DoD, mission.

(3) Exemplary assistance through the cooperative use of facilities, equipment, or manpower; or other actions of significant benefit to the OIG, DoD.

c. Eligibility. Non-OIG, DoD, employees, groups, or organizations.

d. Approving Official. Inspector General.

e. Nominating Format. IG Form 1400.430-3.

f. Deadline. Non-OIG, DoD, employees, groups, or organizations may be nominated at any time, but within 30 days of the contribution.

g. Award. A certificate.

### **3.5. Annual Inspector General, DoD, Special Achievement Award for Management Excellence**

a. Eligibility. Civilian OIG component supervisors, managers, or management officials in grades GS and GM-13 and above. Although usually intended for one employee, two or more employees who worked as a team also may be nominated.

b. Criteria. The award justification must include:

(1) The significance of the contribution to the OIG, DoD, mission.

(2) The leadership, integrity, and industriousness shown and the qualities of leadership that inspired others.

(3) The complexity of and the imaginative or innovative ways used to achieve the accomplishment.

(4) The effectiveness of liaison activities and the quality of professional advice and service.

(5) The results or achievements (such as savings, decreased time requirements, improved internal management control systems, increased management capabilities) of the manager's work.

(6) Means used to overcome obstacles.

(7) How desired work results were achieved.

c. Approving Official. Deputy Inspector General.

d. Nominating Format. IG Form 1400.430-3.

e. Deadline. March 1.

f. Award. Certificate.

### **3.6. Annual Inspector General, DoD, Creative Achievement Award**

a. Eligibility. OIG, DoD, employees.

- b. Criteria. The award justification must include:
  - (1) Significance of the accomplishment in the OIG, DoD.
  - (2) Benefits in improved service and simplified procedures.
  - (3) Contributions to excellence or notable creativity, ingenuity, innovation, and dedication well beyond normal job responsibilities.
  - (4) Initiative demonstrated beyond that usually expected.
  - (5) New or improved methods of operations (technical or administrative).
  - (6) Development of improved procedures for a more economical, responsive, efficient service, or cost savings.
- c. Approving Official. The Inspector General.
- d. Nominating Format. IG Form 1400.430-3.
- e. Deadline. March 1.
- f. Award. Engraved plaque and a cash award of \$500.

### **3.7. Certificate of Appreciation**

- a. Eligibility. OIG, DoD, employees, public technical experts or consultants, and organizations.
- b. Criteria. May be used to recognize noteworthy contributions to the efficiency, effectiveness, or economy of operation of the OIG, DoD, or of the operation of the immediate function to which assigned,.
- c. Approving Official. OIG Component Head.
- d. Nominating Format. IG Form 1400.430-3.
- e. Award. Certificate.

### **3.8. Letter of Commendation**

- a. Eligibility. OIG, DoD, employees, public technical experts or consultants, and organizations.
- b. Criteria. May be used to recognize unusually fine performance or contribution to an act or service that exceeds normal work expectations; the award is particularly appropriate for recognizing (1) superior work while on an assignment; (2) exceptional participation in civic or professional activities; (3) outstanding effort on a project.
- c. Approving Official. Inspector General or Deputy Inspector General or at a level no lower than the OIG Component Head, and endorsed by employee's first and second-level supervisors and the OIG Component Head.
- d. Nominating Format. Letter with a description of the work performance, act, or service.
- e. Award. Original letter, a copy of which is placed in the employee's Official Personnel Folder.

**3.9. Length of Service Awards.** All OIG, DoD, civilian employees receive service award pins and certificates of service at 5-year intervals; beginning with 10 years of service. The purpose of this award is to recognize long, faithful service and to stimulate employee pride and interest in the OIG, DoD, and in the Federal Government. These are forwarded to each activity by the Personnel and Security Directorate when the employee is eligible. The certificates for 10 and 15 years are signed by the OIG Component Heads; certificates for 20 or more years are signed by the Inspector General.

**3.10. OIG, DoD, Service Award Pins.** Granted after 3 years of service with the OIG, DoD. The award symbolizes an employee's dedication to professional standards, devotion to duty, and commitment to excellence.

<b>AWARD NOMINATION AND ACTION</b> For use of this form, see IG Reg 1400.430 The proponent is the Personnel and Security Directorate		Page <u>1</u> of <u>    </u> Pages	
<b>PART I - NOMINATION</b>			
1. NAME (Last, First, MI) and SSN		2. POSITION TITLE, PAY PLAN, SERIES, AND GRADE	
3. NAME AND LOCATION OF EMPLOYING ACTIVITY		4. POSITION HELD DURING PERIOD COVERED (if different from that shown in Item 2)	
5. TYPE OF AWARD <input type="checkbox"/> a. Performance Award <input type="checkbox"/> b. Quality Step Increase <input type="checkbox"/> c. Other (Specify) _____		6. PERIOD OF SERVICE COVERED BY NOMINATION  7. AMOUNT OF AWARD / HOURS OF TIMEOFF RECOMMENDED:	
8. <b>BENEFITS:</b> (Complete for all monetary awards and for honorary awards if appropriate. Attach, as part of the justification, the method for computing the tangible benefits and/or an explanation of the intangible benefits.) Do not complete for PA or QSI. (This block must be completed if Special Act or Timeoff Award recommended) a. Estimated first-year tangible benefits: \$ _____ b. Intangible benefits: (1) Value of benefits <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> Exceptional (2) Extent of application: <input type="checkbox"/> Limited <input type="checkbox"/> Extended <input type="checkbox"/> Broad <input type="checkbox"/> General			
9. <b>JUSTIFICATION:</b> (Furnish a factual statement of what the employee has done to warrant consideration for an award, indicating benefits resulting from the employee's performance and the significance of any special act or service. Include specific data required by applicable regulations for the type of award recommended. (Use reverse if more space is needed.)			
10. NOMINATING OFFICIAL	TYPED/PRINTED SIGNATURE BLOCK	SIGNATURE	DATE
			PHONE
11. REVIEWER	TYPED/PRINTED SIGNATURE BLOCK	SIGNATURE	DATE
			PHONE
<b>PART II - ACTION</b>			
12. APPROVING OFFICIAL	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> OTHER (Specify): _____	SIGNATURE & TYPED/PRINTED SIGNATURE BLOCK	DATE
			PHONE
13. AWARDS COORDINATOR	THIS AWARD NOMINATION HAS BEEN REVIEWED FOR REGULATORY COMPLIANCE: <input type="checkbox"/> Meets regulatory requirements. <input type="checkbox"/> Does not meet regulatory requirements	SIGNATURE & TYPED/PRINTED SIGNATURE BLOCK	DATE
			PHONE

IG FORM 1400.430.-3, MARCH 12, 1998 (Previous edition is obsolete)

(EG)

Figure 3-1. IG Form 1400.430-3, Incentive Award Nomination and Action (Front)

PART I - NOMINATION (CONTINUED)			
<b>9. JUSTIFICATION</b>			
Continuation sheet attached?	YES	NO	PAGE 2 OF PAGES

Reverse of IG Form 1400.430-3, March 12, 1998 (EG)

Figure 3-1. IG Form 1400.430-3, Incentive Award Nomination and Action (Reverse)

## CHAPTER 4 DEPARTMENT OF DEFENSE AWARDS

**4.1. DoD Distinguished Civilian Service Award.** This is the highest honorary award given by the Secretary of Defense to career employees. It consists of a citation signed by the Secretary of Defense, a large gold medal, a miniature gold medal, and a rosette. Not more than six competitive awards are granted annually to U.S. citizen employees of the DoD for exceptional devotion to duty and extremely significant contributions of broad scope to efficiency or other improvements in the operation of the DoD. Recommendations must be submitted on a memorandum by February 1 each year through the Chair, OSD/OJCS Incentive Awards Board, to the Assistant Secretary of Defense (Force Management and Personnel).

**4.2. Secretary of Defense Meritorious Civilian Service Award.** This is the second highest civilian service award given to civilian employees who have distinguished themselves by exceptional meritorious service of major significance to the DoD. The award consists of a citation signed by the Secretary of Defense, a large silver medal, a miniature silver medal, and a rosette. Supporting narrative justification and a double-spaced draft of a proposed citation shall be submitted by the Inspector General, or principal designee, to the Chair, OSD/OJCS Incentive Awards Board, in an original and six copies. This award may be granted to DoD employees or other Government agencies for services considered appropriate for recognition by the Secretary of Defense. The Secretary of Defense is the final approval authority for this award.

## CHAPTER 5 OTHER AWARDS AVAILABLE TO OIG EMPLOYEES

**5.1. External Awards.** These awards external to the OIG and the DoD are available for presentation. Only the name, purpose, and eligibility is given here. If additional information is needed on the criteria and the sponsor's due date, contact the Personnel and Security Office. These awards are usually announced annually by the OPM.

**5.2. Agency Participation.** The OPM has determined that agencies' participation in non-Federally sponsored honor award programs that have age, gender, or handicapped conditions as a selection criteria does not violate Federal statutes. However, supervisors are cautioned not to use the nomination or selection criteria for non-Federally sponsored awards when making promotion or other career decisions.

### **5.3. Communications**

a. **Blue Pencil Award.** To recognize outstanding Government publications and their producers. **Eligibility:** Writers, editors, designers, information specialists, printing officers, and other communicators who work for Federal, State, and county government organizations.

b. **Gold Screen Competition Award.** To recognize outstanding audiovisual productions by Government communicators. **Eligibility:** Communicators in Federal, State, and local governments, and audiovisual producers in the private sector who have completed programs for Government communicators.

### **5.4. Executive Leadership**

a. **Senior Executives Association Executive Excellence Awards.** To recognize career senior executives who have made significant contributions to improving the efficiency, effectiveness, and productivity of the Federal Government and those whose performance has improved the image of the career Senior Executive Service. **Eligibility:** Nominee must be a career Senior Executive Service member or equivalent (GS 16/18) in the Federal Government.

b. **Federal Executive Institute Alumni Association Executive of the Year Award.** To recognize extraordinary achievement in executive management and leadership in Federal, state and local governments. **Eligibility:** Career executives in Federal, state or local governments.

c. **Roger W. Jones Award for Executive Leadership.** To recognize career executives who have demonstrated outstanding leadership. **Eligibility:** Federal career executives.

d. **Presidential Rank Awards.** To recognize prolonged, high-quality accomplishment by a select number of career members of the Senior Executive Service. **Eligibility:** Career Senior Executives. Nominee must have demonstrated sustained extraordinary accomplishment for Distinguished Executive, and sustained accomplishment for Meritorious Executive.

**5.5. Federal Equity.** Mary D. Pinkard Leader in Federal Equity Award. To recognize Federal employees who have advanced the cause of equity in the Federal Government at personal and professional risk to themselves and who provide a positive role model for other employees. **Eligibility:** Any individual, organization, agency, or agency component may nominate any Federal employee or immediate past employee. The award may be given to more than one person each year.

### **5.6. Financial Management**

a. **Association of Government Accountants Distinguished Leadership Award.** To recognize Government employees who have demonstrated sustained outstanding leadership and notable contribution



to financial management, and to encourage increased interest, growth, development and distinctive leadership in financial management. Eligibility: Government employees at the time the award is conferred. Nominees do not have to be a member of the Association of Government Accountants.

b. Association of Government Accountants Achievement of the Year Award. To recognize Government employees who have demonstrated sustained outstanding leadership and notable contribution to financial management, and to encourage increased interest, growth, development, and distinctive leadership in financial management. Eligibility: Any individual in Government service at the time the work being recognized was performed. Nominees need not be a member of the Association of Government Accountants (AGA).

c. Association of Government Accountants National Education and Training Award. To recognize individuals who have made significant contributions to the education and training of governmental financial managers. Eligibility: Any individual who has made significant contributions to the education and training of governmental financial managers. Nominees need not be a member of the AGA or Government employees.

d. Department of the Treasury Award for Distinction in Cash Management and Credit Management/Debt Collection. To encourage and recognize exemplary leadership and excellence in endeavors directly or indirectly associated with the collection of Federal Government funds, cash position management, and optimum use of excess Federal Government funds. Eligibility: Individuals or groups in an executive branch department or agency. Employees of the Department of the Treasury are ineligible.

e. Donald L. Scantlebury Award. To recognize senior financial management executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies, and improvements in Federal, State, or local governments. Eligibility: Federal, State, and local government employees who are senior financial management executives.

## **5.7. General**

a. Carnegie Hero Fund. To recognize outstanding acts of selfless heroism performed in the United States and Canada. Eligibility: Persons ineligible for awards include: (1) Members of the Armed Services, (2) persons whose duties require them to perform such acts, (3) members of the same family, except in cases of outstanding heroism where the rescuer loses his or her life or is severely injured, and (4) young children.

b. Justice Tom C. Clark Award. To give public recognition to career lawyers who have performed outstanding work; to stimulate the interest of the public and the legal profession in the diversified opportunities and responsibilities of career lawyers; and to encourage a high standard of performance by career lawyers. Eligibility: Any civilian or military career attorney employed in the District of Columbia by the U.S. Government or by the Government of the District of Columbia. Accomplishment must have occurred while under appointment by the President and confirmation by the Senate or while serving in a judicial or quasi-judicial capacity.

c. Outstanding Handicapped Federal Employees of the Year Award. To recognize and publicize the versatility, value, and wide range of Federal job duties being performed by persons with physical and mental disabilities. Eligibility: Physically or mentally disabled persons.

d. President's Award for Distinguished Federal Civilian Service. To recognize individuals whose outstanding achievements have current impact on improved Government or the public interest and who exemplify, to an exceptional degree, imagination, courage, and high ability in carrying out the mission of the Government. Eligibility: Heads of departments and agencies may nominate career employees of their

own agency, or employees of other agencies when they have knowledge of their exceptional achievements.

e. Younger Federal Lawyer Award. To encourage younger Federal lawyers throughout the nation and overseas to attain high standards of professional achievement and to accord public recognition for outstanding performance. Eligibility: Any civilian or military attorney who is employed by the U.S. Government, has not reached his or her 36th birthday by the date of the award presentation, and must have 3 continuous years of Government service as an attorney.

f. Federal Property Manager of the Year Award. To provide recognition to individuals in the Federal Government for outstanding leadership and accomplishments in the property management field. Eligibility: Any current or recently retired civilian or military employee of the U.S. Government. Though primarily an award for managers in the executive branch, members of the legislative and judicial branches are also eligible for consideration upon nomination by their agency.

## **5.8. Personnel Administration**

a. All Star Team Awards. To recognize Federal employees in the personnel administration career field for singular accomplishments, and to encourage greater achievement among all Federal employees in the personnel administration field. Eligibility: Any Federal employee in the personnel administration career field.

b. John E. Fogarty Award. To honor an outstanding public agency employee for contributing to the hiring of disabled people in the agency in which he or she is employed. Eligibility: An official or worker who has contributed to employment of the disabled people in his or her agency--Federal, State, county, municipal, judiciary, or public college or school--by developing or instituting policies or procedures or by finding suitable jobs for disabled people.

c. Warner W. Stockberger Achievement Award. To recognize and honor a person in public or private life who has made an outstanding contribution to public personnel management. Eligibility: Any individual in public or private life that has made an outstanding contribution to public personnel management.

d. Training Officers Conference Distinguished Service Awards. To stimulate improved training programs through the recognition of individuals making significant contributions to the fields of training and human resource development. Eligibility: Any individual or group who has made significant contributions to the fields of training and human resource development.

e. International Personnel Management Association (IPMA) Award for Excellence. To recognize the overall quality, accomplishments, and contributions of an agency's personnel program that exceeds the normal operation of a "good government personnel program." Eligibility: Any public agency.

f. IPMA Honorary Life Membership Award. To recognize and honor persons who have rendered distinguished service in advancing or upholding the purposes of the association. Eligibility: Any individual who has been active in association activities is eligible for this award.

## **5.9. Public Administration**

a. Paul R. Boucher Award. To honor the memory of Paul R. Boucher, the first Inspector General of the Small Business Administration. To recognize and honor specific public service contributions made by an employee or a member of the President's Council on Integrity and Efficiency (PCIE). Eligibility: Any GS, GM, or SES employee employed by a member of the PCIE.

- b. Common Cause Public Service Achievement Award. To recognize those individuals who have made an outstanding contribution to the public interest in Government performance and integrity. Eligibility: Public servants, citizen activists, elected officials at all levels of Government, reporters, or other citizens.
- c. Congressional Award for Exemplary Service to the Public. To recognize and publicize exemplary and courteous service to the public; to encourage a concerned and responsive attitude toward the public; and to underscore the interest of the President and the Congress in the importance of courtesy throughout Government. Eligibility: All Federal Government employees, civilian and military.
- d. Excalibur Award. To recognize and honor outstanding contributions made, by Federal civilian and military personnel. Eligibility: All Federal career civilian and military employees. The award may also be granted to a small team of persons who have worked jointly on a project.
- e. Arthur S. Flemming Awards. To recognize those who have performed outstanding and meritorious work for the Federal Government; to attract outstanding persons to the Federal Government; to encourage high standards of performance in the Federal Service; to acknowledge individuals who are able to transfer their skills with the Federal Government to service within their community; and to enhance appreciation of our form of Government. Eligibility: Any career Federal employee of the executive branch of the U.S. Government who is under age 40 and who has or will have a total of 36 months of Government service by the end of the calendar year in which the nomination was submitted.
- f. Bryce Harlow Business-Government Relations Award. To annually recognize an individual who has made an outstanding contribution to the field of business-government relations. Eligibility: Any present or recent past member of the business, Government, journalism, or academic communities.
- g. William A. Jump Memorial Award. To recognize outstanding service in administration and notable contributions to the efficiency and quality of public service. Eligibility: Federal career employees who have not reached their 37th birthday by December 31 of the year in which the nomination was submitted.
- h. National Public Service Awards. To pay tribute to public service practitioners whose careers exhibit the highest standards of excellence, dedication, and accomplishment. To underscore the need to have creative and highly skilled individuals as managers of complex and demanding Government functions. Eligibility: Public practitioners (local, State and Federal Government, international and nonprofit organizations) who currently work or who have spent the primary part of their careers working in public service.
- i. Public Service Excellence Awards Program. To pay tribute to public service organizations whose achievements exhibit the highest standards of excellence, innovation, and accomplishment. Eligibility: Government organizations (Federal, State and local) that have made outstanding contributions to public service on either a sustained basis or through a single exceptional deed during the past 2 years. Awards are directed to the organization as a whole and not to individuals. Special emphasis will be given for the scope of the activity, such as number benefited.
- j. Public Service Excellence Awards Program (Retiree and Youth Award). To recognize volunteer performance of a sustained nature or a single outstanding act during the last 2 years that benefits all or part of the community. Eligibility: All nonprofit groups.
- k. Presidential Management Improvement Awards. To encourage and recognize Federal civilian and military personnel for their ideas and other achievements beyond job requirements that result in significant benefits to the Government. Eligibility: All civilian and military personnel--individuals, small working groups, teams, or task forces.

1. GEICO Public Service Awards. To publicly recognize four Federal employees and one retiree for their special achievements and contributions to the public good. Eligibility: All career civil service employees.

m. Employee Community Service Award. To encourage agencies to be supportive of employees who participate in volunteer service activities. Eligibility: All OIG, DoD, employees who served a minimum of one year in a program that takes actions to solve serious social problems in the community.

#### **5.10. Technical**

a. Information Resources Management Awards. To recognize Federal Government employees who have made significant contributions in the information resources management field. Eligibility: Federal Government employees who have made significant contributions in the information resources management field during the past year.

b. Federation of Government Information Processing Councils. To pay tribute to an information resource management professional whose achievements exhibit the highest standard of dedication, excellence, and accomplishment. Eligibility: Federal, State and local agencies, nonprofit organizations, business and educational groups, and the public.

c. Federation of Government Information Processing Councils Scholarship Program. To recognize and encourage personal resourcefulness in improving the effectiveness and efficiency of information technology use in the Government. Eligibility: Employees of the Federal, State or local government at or below the GS-9 or equivalent level who are pursuing an undergraduate degree and making significant contributions in improving the use of information technology in Government activities.

**APPENDIX A  
REFERENCES**

- a. Subchapter 4 and appendixes A through E, IGDR 1400.430, "Performance Management Plan," September 21, 1988, approved by the Office of Personnel Management (OPM), July 27, 1988
- b. Chapter 451, "Incentive Awards," Federal Personnel Manual (FPM), August 14, 1981
- c. Title 5, United States Code, Chapter 45,. Sections 4503, 4504, 4505, 4507
- d. Title 10, United States Code, Section 1124
- e. Executive Order 11438

## APPENDIX B DEFINITIONS

- a. **Award** is an honorary or cash award, or both, given to civilian employees and military members.
- b. **Employee** means civilian employees and members of the armed forces assigned to the OIG, DoD. Military members have their own formal recognition system and are, therefore, ineligible for certain awards described in this Regulation.
- c. **Agency Award** is granted for an approved contribution from an employee or employees of the OIG, DoD, under the authority of Title 5, U.S.C. 4503 (reference c).
- d. **Interagency Award** is granted for an approved contribution from an employee or employees of another agency or to a member of the armed forces under the provisions of Executive Order 11438 (reference e).
- e. **Honorary Award** is a medal, certificate, plaque, citation, or "other item" that can be worn or displayed. Items of a utilitarian nature are not considered an honorary award simply because they can be displayed. "Other item" is an award or honor connotation that may not exceed the price range of a medal, certificate, or plaque usually used for honorary recognition.
- f. **Noncash Award** is a letter of appreciation or other written commendation.
- g. **Contribution** is a personal effort to improve Government operations or a special accomplishment in the public's interest that is above that usually expected.